

## CREATING/SUBMITTING SUB-FORMS

New studies are submitted to HiREB as a new project, using the applicable application form. Once the study has been approved, ongoing submissions are made by creating and submitting a sub-form.

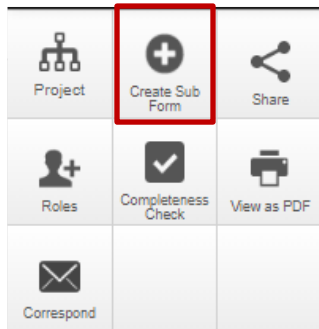
Sub-forms for HiREB projects are submitted electronically through the eREB system. Paper submissions are no longer accepted.

### Types of Sub-Forms

- [Amendment Form](#)
- [Annual Renewal Form](#)
- **Study Update Form** – DSMB/C, sponsor letters, memos, etc. – minor documents only requiring acknowledgement
- [Protocol Deviation Form](#)
- [Local Serious Adverse Events \(LSAE\) Form](#)
- [Non-Local Serious Adverse Events \(NLSAE\)](#)
- [Study Completion Form](#)

### Create/Submit a Sub-Form

1. [Log in to eREB](#).
2. From the Work Area, select the project for which you wish to create a sub-form.
3. Press the “Create Sub Form” button on the left hand action toolbar.



4. Select the applicable sub-form from the list.
5. Complete the application, uploading clean and tracked-changes documents as applicable. Once the sub-form has been completed, it must be signed by the Local Principal Investigator (LPI). The sub-form will automatically submit once the LPI's signature is received.

Things to note:

- Most sub-forms will only become available after your initial REB application has been approved.

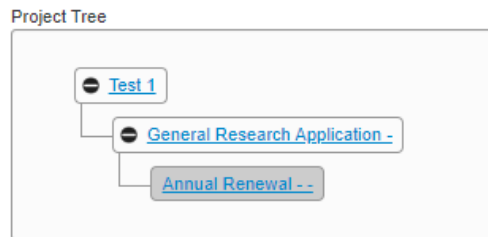
- The process for [responding to requests from HiREB](#) is the same for sub-forms as for the initial review. **Please do not create a new sub-form** – changes are submitted via the same application that was submitted originally.

## Deleting a Sub-form

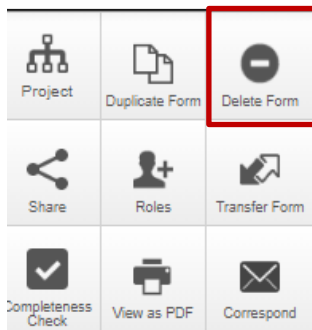
**Sub-forms can only be deleted if they have never been submitted to HiREB.** Once a sub-form has been submitted, it can only be [withdrawn](#) – it cannot be deleted.

To delete a form:

1. From the Work Area, select the project for which you wish to create a sub-form.
2. Select the applicable sub-form from the project tree



3. Press the “Delete Form” button from the left-hand action toolbar



4. Press the green “Delete” button.

## Questions?

**Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext 70014 or [eREBhelpdesk@hhsc.ca](mailto:eREBhelpdesk@hhsc.ca).**